

## **Withdrawal Checklist High School**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Locker # \_\_\_\_\_ Advisory \_\_\_\_\_

Withdrawal Date: \_\_\_\_\_

Date Documents Sent: \_\_\_\_\_

School Attending: \_\_\_\_\_

New Home Address (if available): \_\_\_\_\_  
\_\_\_\_\_

	Check attendance with attendance clerk before withdrawing any student. Any attendance entered after withdrawal date should be removed
	2 Transcripts (Hard Copy File) and one for the folder, print schedule, progress report, report card ( be sure to add withdrawal info under misc on transcript before printing)
	Notify: Librarian, Cafeteria Mgr, Bus Mgr., Technology, SPED
	Hold transcript until all school property is returned
	Nurse Information (in sealed envelope)
	Highlight Student's open locker, clear locker in iPass
	Withdraw Student from iPass, but do not delete schedule; Uppercase name in iPass, (mid-qtr/sem schedules can be removed if not yet started.), remove emergency contacts, clear next year's school, homeroom, and grade if entered.
	Delete from Naviance, print test record if applicable
	Add Student Info to Withdrawn & Exited Student List on Google Docs